

City of Princeton

Special Event Permit Application

Application fee \$25

Contact Information
Group / Organization: Princeton Area Chamber of Commerce
Contact Person: Kim Young Phone: 763-389-1764
Address: 507 1st Street, Princeton, MN 55371
cell: 651-238-4104 email: Kim.young@princetonmnchamber.org
Event Day on-site Contact: Kim Young Phone: 651-238-4104

Event Information
Type of Event: 5K Run/Walk New or Renewal (date of last event) 6/12/21
Event Name/Title: Rum River Festival 5K
Description of Event: 5K Run/Walk
Proposed Location: Check in at Northern Nutrition*** Estimated attendance: 100
on First Street** Large Events may be subject to a damage deposit of no more than \$500
Event Date and Times
Set Up Date and Time: 6:30 am 6/12/21 Actual Event Time: 8:00 am
Clean Up Date and Time: 6/12/21 11 am

Event Features
Will an any signs / banners be put up? Yes if yes, number and size: 2 directional signs on route
Will there be any inflatables? Yes - inflatable arch for finish line if yes, provide insurance certificates from rental provider
Will there be any entertainment? No if yes, what type and time: _____
Will sound amplification be used? No if yes, hours and type: _____
Will a stage or tent be set up? No if yes, dimensions: _____
Will Merchandise be sold? No if yes, provide a list to City Hall
Will Food be prepared or sold? No if yes, provide a list & the MN Health Licenses to City Hall
Will there be a Fireworks display? No if yes, obtain permit from City Hall

Services

Will the Event Use, close, or block any of the following:

City Streets or Right-of-ways: Y or N If yes, Streets Small section of 1st St. will provide cones.

Public Works
will provide
cones.

City Sidewalks or Trails: Y or N If yes, Location _____

Public Parking Lots or Spaces: Y or N If yes, location _____

County Streets (First Street, or Rum River Drive) require County approval, contact City Hall for the County's form

**** answering yes to any of the above, services may be required for the event, and you must contact the Princeton Police Department to have a Pre-planning meeting.

Will the event need barricades? Y or N If so, how many are needed _____

Will Alcohol be served? Y or N If so, who is serving it (include copy of their license) _____

Will portable restrooms be used? Y or N if yes, how many _____

Will extra trash receptacles be needed? Y or N if yes, how many are needed _____

Describe trash removal and cleanup after the event _____

Will the event need traffic control? Y or N if yes, contact Princeton Police Dept at 763-389-4879

Will the event need a Princeton Police Officer present for the event? If yes, contact Princeton Police 763-389-4879

Describe crowd control procedure to ensure safety of participants and spectators _____

Will "No Parking Signs" be needed? Y or N If yes, how many _____

Will the event need EMS / Fire Department? If yes, contact the Princeton Fire Dept at 763-389-2410

Describe plans to provide first aid, if needed Call emergency services

Describe the emergency action plan if severe weather should arrive We have emails of all participants and will post on Facebook as well.

How does the event benefit the residents and/or businesses in the City of Princeton? The 5K Run is part of the Rum River Festival.

List any other pertinent information (animals, etc) _____

Possible costs of items that may be requested:

Firefighters / EMT	\$11 per hour per person
Police – Special events – Reserve Officers	\$25 per hour per person
Police – Special events – Police Officer.....	\$52 per hour per person
Barricades.....	\$1 each per day
Generator.....	\$275 per day / 8hrs

TOTAL _____

Attachments required

(Please attach additional sheets as needed)

- Site Plan (This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)
- Certificate of Insurance (Include: Policy Number, Amount and Provisions that the City of Princeton is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.)
- Permits / List of Solicitors, and Food Vendors with the necessary Department of Health Certificates
- Signatures of Business Owners / Managers of all properties that the City deems as affected by the event, the City will provide a list of all signatures needed for approval.
- Proof of Non-Profit Status

Hold Harmless Agreement

The sponsor(s) of this event hereby agrees to save and hold harmless the City of Princeton, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Princeton and is a release of Liability.

Kim Young
Signature

4/28/22
Date

To be completed by City Hall

Fees may be waived by at the discretion of the City Council

Department	Approval Signature	Date
City Hall	_____	_____
Public Works / Parks	_____	_____
Police Department	_____	_____
Fire Department	_____	_____
Application Fee	\$25	Total _____
Firefighters/ EMT	Qty Requested _____ @ \$11 person/hr	Total _____
Police – Reserve Officers	Qty Requested _____ @ \$25 person/hr	Total _____
Police Officer	Qty Requested _____ @ \$52 person/hr	Total _____
Barricades	Qty Requested _____ @ \$1 each/day	Total _____
Generator (per day)	days: _____ @ \$275 per day	Total _____

TOTAL FEES

Site Plan _____ Certificate of Insurance _____ Permits / vendor lists _____ Non-profit status _____
 Application Fee _____ Damage Deposit _____ Council Date _____ Approve / Denial